



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
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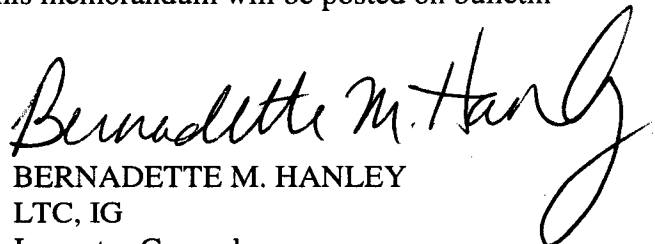
ATZH-IG

17 December 2009

MEMORANDUM FOR Civilian Employees, USASCoE

SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General (IG)

1. All civilians have the right to request IG assistance and to report perceived fraud, waste, and abuse. Before contacting the IG, employees should consider whether concerns can be addressed more quickly by an immediate supervisor or by the procedures in paragraph 2.
2. Statutes, regulations, and collective bargaining agreements prescribe procedures for civilian employees to submit complaints that pertain to certain employment matters. Information about grievance and appeal procedures is available from the Management Employment Relations Specialist at (706) 791-6038.
3. If matters remain unresolved, employees may contact the Senior Commander's IG located in Bldg 33800 (the corner of Chamberlain Ave and Rice Rd) or call (706) 791-4565. Contact information for other IG offices is available at [www.signal.army.mil/ig/](http://www.signal.army.mil/ig/).
4. **Reprisal.** Department of the Army personnel are prohibited from taking any disciplinary or adverse action that restricts a civilian from filing a complaint, seeking assistance or cooperating with the IG. However, if civilians lie or knowingly make false accusations to the IG, they are subject to disciplinary action.
5. **Confidentiality.** Per AR 20-1, paragraph 1-12 (IG Activities and Procedures), the IG has a duty to protect confidentiality to the maximum extent possible. These protected communications are particularly true when it is specifically requested by persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG. However, confidentiality is not guaranteed.
6. In accordance with AR 20-1, paragraph 4-2 this memorandum will be posted on bulletin boards at Army activities.

  
BERNADETTE M. HANLEY  
LTC, IG  
Inspector General